

CONFIDENTIAL

Jim

Report from Room 220, week of 1-5 October

To:



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From:

1. Time has been spent on the study of several commercial tests for the Spelling and English Usage courses.

2. I have done some research on administrative courses set up in other agencies. In connection with this, Miss [redacted] visited the Department of Agriculture course for me on "Administration of Training". On the basis of her report and the material sent me by Dr. [redacted], I decided against attending the course.

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3. I conferred with Mr. [redacted] in regard to the "travel voucher class". I sat in on one of the planners' meetings and agreed to monitor the "dry run". Due to pressures and changes in their plans, the rehearsal never came off and Mr. [redacted] evidently carried through on his own.

4. Mr. [redacted] entered on duty on Monday but has been held in the [redacted] at the request of Inspection and Security.

5. There have been three or four new requests addressed to me this week:

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a. Request for typing at Strayer for the [redacted]

b. Request for a course on Statistics (how to gather, assemble, and present them) from Inspection and Security.

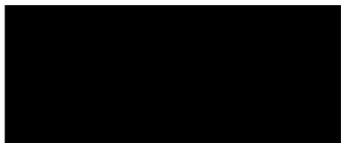
c. Request from a secretary in TRC for an administrative course which she could take towards a future promotion or job change.

d. Request for typing instruction in our refresher course for a provisionally cleared person. (Typist at [redacted] - an uncleared area.) We are placing her in Wing A at Alcott and giving her the instruction.

6. I had a conference with Mr. Bob Freeman at State Department in regard to the content of their administrative courses.

7. On Friday we gave the pre-tests for the new clerical refresher course.

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